

## EMPLOYEE NEWSLETTER ARTICLE

### **CITY RECEIVES VIDEOCONFERENCING EQUIPMENT**

Now you can attend meetings outside of our city without ever having to leave [City Hall]. The <Jurisdiction Name> has received videoconferencing equipment as part of the Maricopa Association of Governments (MAG) Regional Videoconferencing System. Our equipment is located in the <Name of Conference Room> at <Name of Building>.

City Manager <First Name> <Last Name> said, "Videoconferencing will enable our employees to save time, reduce travel and help clean up our air. This technology will help us to be more efficient and effective. We will be able to use it for many different functions such as employee training, job interviews of prospective candidates, presentations by vendors and consultants, and MAG committee meetings."

<First Name> <Last Name> is the <Jurisdiction Name> Videoconferencing Site Coordinator. <First Name> will schedule the use of this equipment and provide training for our employees in<Jurisdiction Name>. At each short training session, employees will learn to operate the equipment and to feel comfortable in attending and setting up a videoconferencing meeting. In addition, <First Name> will be available to attend the first few minutes of a videoconference meeting to ensure a successful beginning and to assist if there are any problems.

For more information, call <First Name> <Last Name> at <Phone Number>.